

Clerk & Recorder/Surveyor

Department Overview

The Clerk & Recorder is an Elected Official serving a four-year term. The position was consolidated with the County Surveyor so the Elected position is officially the County Clerk & Recorder / Surveyor. The Department is a part of the General Fund with a major portion of funding for the department coming from Fees collected as allowed by state law.

The Clerk & Recorder is responsible for three activities.

- Accounting dealing with the maintenance, tracking and reporting of the county financial records, statements and the Annual Financial Report;
- Election activities-dealing with maintenance of voter registration, election hardware and software, all state, county, municipal, special district and special elections in the County;
- Document Recording and Indexing entails the maintenance of public records pertinent to lands;

In addition the Clerk & Recorder is the Clerk to the Board of County Commissioners.

The Surveyor portion of the Clerk & Recorder's job does not include staff positions specifically identified. A stipend for the Surveyor duties was added to the Clerk & Recorder's base salary.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation be paid to those Clerk & Recorder's who act at the Election Administrator. The County approved payment of this stipend effective in October of 2005 per state law.

Records Preservation is a separate fund established by state law funded through a fee charged for documents filed with the Clerk & Recorder. This fund is an integral portion of the Clerk & Recorder's ability to maintain and protect the important documents on file within the office. Without this funding source the ability to enhance records storage through digital / CD or other method would be delayed and may have to be stopped because of lack of funding.

Department Goals

- See Activity pages for specific goals

Recent Accomplishments

- See Activity pages for specific goals

Budget by Fund Group						
General Fund	\$ 862,825	\$ 1,290,065	\$ 973,397	\$ 1,435,844	\$ 1,415,734	\$ 1,438,247
Special Revenue Funds	126,300	644,652	243,467	770,000	770,000	843,985
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 989,125	\$ 1,934,717	\$ 1,216,864	\$ 2,205,844	\$ 2,185,734	\$ 2,282,232

Tax Revenues	\$ 162,272	\$ 155,062	\$ 153,511	\$ 193,532	\$ 178,594	\$ 178,197
Non-Tax Revenues	879,111	1,104,980	1,514,363	1,389,318	1,373,839	1,373,280
Cash Reappropriated	(52,258)	674,675	(451,010)	622,994	633,301	730,755
Total	\$ 989,125	\$ 1,934,717	\$ 1,216,864	\$ 2,205,844	\$ 2,185,734	\$ 2,282,232